

## **Pavilion Rental Frequently Asked Questions**

### **Do I need to provide liability insurance for my event?**

All family rentals such as birthday parties, small reunions, or picnics DO NOT need to provide proof of liability insurance.

Businesses, clubs, organizations, special events, and fundraiser rentals must provide proof of Liability Insurance with a minimum general liability policy of \$1,000,000.

### **I am with a Penn State Student Organization, what documents do I need to start the rental process?**

Along with the Pavilion Rental Request Form, all PSU RSO's will need to submit a Letter of Good Standing and a Certificate of Liability Insurance. You will need to go to the Office of Student Activities (HUB Room 103) to request the letter and insurance.

### **Can I make a tentative reservation?**

We cannot hold pavilions for proposed event date and times. Small and large pavilion reservations will not be secured until payment is made in full.

### **Is there a fee to reserve a pavilion?**

Yes, there is a rental fee for pavilions. Please see our [Park Pavilion Fees & Policies](#) page for more information.

Small pavilion (pavilions with a seating capacity up to 24 people): \$45.00 for 3 hours + \$10.00 for each additional hour.

Large pavilions (pavilions with seating capacities for 25+ people): \$60.00 for 3 hours + \$15.00 for each additional hour.

### **How far in advance can I reserve a pavilion?**

The Agency will accept pavilion rentals no more than one year in advance. Small and large pavilion rentals must reserve a minimum of eight (8) days in advance.

The rental process for special events/fundraisers must be started at least 60 days ahead of the event date.

### **What is the earliest/latest date and time I could reserve a pavilion?**

The season for pavilion rentals runs from the first Saturday in April through the end of October, and the daily rental period runs from 8 AM-8 PM. Rentable pavilions are first-come, first-serve in the off-season.

### **On the day of my event, can I arrive early and/or stay late to set-up and clean-up?**

No. Pavilion reservations must include set-up time, the actual event time, and clean-up time.

### **What do I do if I show up to my reserved pavilion and another group is occupying it?**

Double check to make sure you are at the correct pavilion. You will receive an emailed permit when all documents are submitted to our office; make sure you print out the permit and bring it with you to your event. Kindly let the group know that you have reserved the pavilion for the specific time and show

them your pavilion permit. You may also direct them to the bulletin box on the pavilion that lists all reservations for the week. Reserving groups are entitled to sole occupancy of the rented pavilion.

If the group refuses to leave, you may call the police non-emergency number depending on the park's municipality location:

- SC Borough: 814-234-7150 for pavilions in the Borough, Harris Township, or College Township.
- Patton Township: 814-234-0271 for all Patton Township parks.
- Ferguson Township: 814-237-1172 for all Ferguson Township parks.

### **Does Centre Region Parks and Recreation provide extra trash bags with rentals?**

If you think your group will be producing more trash than can fit in the trash bins located at the pavilion, you will need to bring extra trash bags. Dumpsters are usually located near the main parking lot of each park.

### **Are there grills located at the pavilions for use?**

There are charcoal grills available at each pavilion. The grills are either a single or a double. This information is located on our [Pavilions Inventory](#) page. You will need to provide your own charcoal and remove any leftover coals when finished. To properly dispose of the leftover coals, it is recommended that after coals have fully cooled, you wrap them in aluminum foil or place them in a small metal container, such as a coffee can. Then dispose of them in the garbage bin.

### **Is firewood provided by Centre Region Parks and Recreation for the fireplace at Circleville Park's Pavilion 4?**

No. You will need to provide your own firewood.

### **I would like to reserve a pavilion/funbrella at the pool (Park Forest or Welch); does the rental fee include admission for guests without a pool pass?**

The pavilion/funbrella rental fee does not include admission of guests without a seasonal pool pass. Pool admission fees will be collected at the time of your reserved event.

### **Is it possible to reserve an athletic field, volleyball, or basketball court along with a pavilion?**

If available, it is possible to reserve an athletic field for an additional fee. Be aware that priority is first given to athletic groups for practices and games. Volleyball and basketball courts are typically not reservable. Please contact the Agency office regarding availability.

### **What is the cancellation policy? Is there a fee?**

Pavilion cancellations must be made eight (8) days or more in advance of the scheduled event. We will issue a credit or refund for the amount charged minus \$20.00. No refund or credit will be provided for cancellations made less than eight (8) days ahead of your scheduled event.

### **If I need to cancel my event due to inclement weather, when is the deadline to do so? Is there a fee?**

If inclement weather (high winds, flooding, thunderstorms, severe downpour) prevents your event from occurring, you will need to contact our office by 5 PM on the first business day after your rental was scheduled. You may reschedule for a later date in the year at no additional cost. If rescheduling is not possible, we can issue a refund minus a \$20.00 revision fee charge for the cancellation.

**I need to make changes to my pavilion reservation. When is the deadline to do so? Is there a fee?**

Changes to made to pavilion reservations (ex. time, date, park location) must be made eight (8) days or more in advance of the reserved date. There is a \$20.00 fee for any changes made.

**How do I check to see if a pavilion is available?**

You may call our office (814-231-3071) or email us ([crpr@crcog.net](mailto:crpr@crcog.net)) with your inquiry.

**I have reserved a pavilion for an event and I'm sending out invitations to guests. Where can I find the physical address of the park where my event is located?**

You can either do a quick google search for the park you are looking for or check out our [Find Your Park](#) page on our website. When you click on the map menu bar (icon that looks like an open door), you will find categories of amenities of the park with a drop-down list of each park that has that certain amenity. When you click on the park name, the address is listed along with an overview of the park's features.

**How do I find out if a park has restrooms or port-a-johns?**

This information is located on our [Pavilions Inventory](#) page. Flush restrooms are typically open from early April through mid- to late-October, depending on seasonal weather changes.

**How do I find out if a pavilion has electricity? Is there a fee to have electricity turned on?**

This information is located on our [Pavilions Inventory](#) page. Pavilions 1 & 2 at Holmes-Foster Park and Pavilions 1 & 2 at Spring Creek Park are the only pavilions that have electricity. There is a \$5.00 charge for electricity. Please note that electricity will not be turned on unless paid for when a reservation is made.

**How do I find a pavilion's maximum capacity?**

This information is located on our [Pavilions Inventory](#) page.

**If my expected number of guests exceeds the pavilion's max capacity, what do I need to do?**

No single pavilion in any of our parks can hold more than 66 people (you will need to check the pavilion inventory list for a pavilion's specific max capacity as they are all different). If your expected number of guests exceeds that pavilion capacity limit, you will need to add an additional pavilion to your request. Please note that not all parks have multiple pavilions available to rent. Please be sure to check the inventory list to make sure the park location has more than one pavilion and can fit your expected guest number.

**Can I drop-in to use a pavilion or do I need to make a reservation?**

Pavilions not reserved in advance by another group may be used (without a reservation) at no charge by a "single-family group" on a first-come, first-serve basis.

**The pavilion I am interested in is not on the inventory list. Can I still reserve it?**

No, the pavilions listed on the inventory list are the only pavilions that may be reserved. Pavilions at other park locations not listed on the inventory list may be used on a first-come, first-served basis for family or multi-family events (i.e., friend gathering, family reunion, birthday party, picnic).

**I have already rented a pavilion from Centre Region Parks and Recreation this year. Do I need to submit all the documents again?**

Yes, the Rules and Regulations Form, and, if you are a business/organization/club, the Certificate of Liability Insurance must be submitted each time a pavilion reservation request is made. The liability

insurance must reference Centre Region Parks and Recreation, the park's municipality as additionally insured, and the event date(s) must also be included. For PSU Student Organizations, the Letter of Good Standing must be submitted each time a request is made.

**What payment methods do you accept for pavilion reservations?**

Cash, check, American Express, Discover, Mastercard, and Visa are all accepted.

**Are food trucks allowed to accompany my event? What is the process?**

If a renter is contracting with a food/dessert/beverage truck, the onus is on the renter, to ensure that the truck has the appropriate business licenses, insurance, ServSafe certifications, and that the contract only allows them to provide food/dessert/beverage for those attending event. The food truck cannot sell/peddle to the public.

Additionally, the renter should provide to Centre Region Parks and Recreation the time that the food truck will be on-site (i.e., entire event, part of the event), and the renter should let us know the process used on-site to serve customers (ex. vouchers, wrist bands); you will need to work out a system so the food truck will know that the renter's attendees are part of the renter's event and not the general public.

***NOTE: Centre Region Parks and Recreation will be updating this information soon as the process for using food trucks in Ferguson Township has changed recently.***

**When will the pavilion I requested be reserved?**

The pavilion is reserved when the rental fee is paid in full. You will receive a receipt by email when the payment is processed. Any form of payment received less than eight (8) days of the proposed rental date will not be processed and therefore a reservation cannot be placed.

**What types of entertainment activities/equipment are not allowed with my pavilion rental?**

Some items that are not permitted in the park include: Inflatables such as bounce houses or obstacle courses, bubble football, pony rides, DJs, specialty party vehicles, climbing walls, dunk tanks, on-site cooking by caterers, generators, and portable fire pits. Please contact the Centre Region Parks and Recreation office to check whether your entertainment activity is permitted in the park.

**What types of temporary structures are allowed?**

Some items that are permitted in the park include: Portable gas grills (must stay outside the pavilion's roof line), tents, canopies, and tables. Any tents larger than 400 square feet (20' x 20') will require a Centre Region Code Agency permit. Please contact the Centre Region Parks and Recreation office for more information.

**Can I drive my vehicle up to a pavilion to drop-off food?**

Sunset Park is the only park that drive-up access to a pavilion is permitted. The renter would need to come into the Centre Region Parks and Recreation office during business hours to sign out the bollard key. A \$25.00 cash deposit is required.

**For pavilions that have electricity, where are the outlets located?**

**Spring Creek Pavilion 1 (upstream):** In the lower roofline of the pavilion.

**Spring Creek pavilion 2 (downstream):** In the lower roofline of the pavilion.

**Holmes-Foster pavilion 1 (upper):** In the lower roofline of the pavilion.

**Holmes-Foster pavilion 2 (lower):** to the left of the pavilion on pole; will need an extension cord at least 50 ft. in length.

**How do I start the reservation process?**

You'll start the reservation process by completing a [Pavilion Rental Request Form](#) and include the pavilion and park location and your first and second choice of dates.

**Are recycling bins available?**

There are limited recycling containers in the parking lots of many local parks. Please contact Centre Region Parks and Recreation for these details, or plan to sort on-site and take home your recyclables.

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